

# Request for Expedited Work Permit Renewal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

I am writing to formally request an expedited renewal of my work permit, which is set to expire on [Insert Expiration Date]. My current work permit number is [Insert Work Permit Number].

Due to [reason for expedite request, e.g., urgent employment needs, upcoming project, etc.], I kindly ask for your assistance in processing my renewal request as quickly as possible. The timely renewal of my work permit is essential for me to continue my employment with [Insert Company Name] as [Insert Job Title].

I have attached all necessary documents required for the renewal process, including [list any relevant documents, e.g., application forms, proof of employment, etc.].

Thank you for your attention to this matter. I appreciate your assistance and understanding. Please do not hesitate to contact me if you require any additional information.

Sincerely,

[Your Name]